



Kentucky Department for Libraries and Archives
Local Records Program

Grant Application

Please review *Local Records Grant Guidelines* and consult with your *Regional Administrator* before completing this form. Use extra sheets if necessary and attach three written, itemized, project bid proposals for each project section. Please send the completed forms to:

Local Records Branch
Kentucky Department for Libraries and Archives
P.O. Box 537
Frankfort, Kentucky 40602-0537

Part A: Contact Information

Applicant Name: Lynette Yates
Applicant Title: Warren County Clerk
Office Address: 429 East 10th Street, Suite 100
Bowling Green, KY 42101-0478
Phone Number: (270) 842-1535
Email Address: lynette.yates@ky.gov
Federal ID Number: 61-1264417

Part B: Project Summary

Total Funds Requested: \$ 19,500

Please provide a complete description of the proposed project. Describe the project scope and the anticipated finished product(s). Explain why these records were selected for preservation as well as their historical significance and relevance to the community. Provide proposed methods for handling the records to ensure they conform to generally accepted archival and records management standards. See the guidelines for additional examples and attach additional sheets, if needed.

Please see Page 1 attached.



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Plan of Work

Please list preferred project vendor(s) for each section, vendor addresses, and vendor phone numbers. (If not selecting lowest bid proposal, please attach a justification.)

Section 1

Vendor Name: _____

Vendor Address: _____

Vendor Phone and Email: _____

Purpose: Security Microfilming ☐ Digitization ☐ Conservation ☐ Codification ☐ Salary ☒ Equipment/Supplies ☐
(Select all that apply)

| Records | Date | Series | Cost |
|--|------------------|--------------|----------------|
| <i>Example: Deed Books A-Z</i> | <i>1799-1858</i> | <i>L1317</i> | <i>\$6,255</i> |
| Deed Books 289-363(74 books; 2.5 books completed per 30 hour work week at \$13 an hour) | 1957-1966 | | \$11,544 |
| Deed Books 237-288 (51 books; 2.5 books completed per 30 hour work week at \$13 an hour) | 1950-1956 | | \$7,956 |
| | | | |
| | | | |
| Diazo Cost for _____ Copies | | | |
| Quality Control (Add 12.5% of the microfilming cost) | | | |
| Total Cost | | | \$19,500 |

Section 2

Vendor Name: _____

Vendor Address: _____

Vendor Phone and Email: _____

Purpose: Security Microfilming ☐ Digitization ☐ Conservation ☐ Codification ☐ Salary ☐ Equipment/Supplies ☐
(Select all that apply)

| Records | Date | Series | Cost |
|--|------------|------------|----------------|
| <i>Example: Shelving</i> | <i>N/A</i> | <i>N/A</i> | <i>\$9,040</i> |
| | | | |
| | | | |
| | | | |
| | | | |
| Diazo Cost for _____ Copies | | | |
| Quality Control (Add 12.5% of the microfilming cost) | | | |
| Total Cost | | | |

****Please Attach Additional Sections, if needed.****



**Kentucky Department for Libraries and Archives
Local Records Program**

Commitment of Local Government:

Explain the local government's commitment to a comprehensive records management program (appropriate disposition of records, designation of a records officer, and training of records personnel in records management techniques). Please detail how your office will commit resources to this project (adequate office, storage or working space; personnel; supplies; equipment; or a monetary contribution).

Please see page 2 attached.

Are these records stored in secure, fire resistant facilities? If no, please explain how the project will safeguard the records in questions.

Yes ☒ No ☐

Is access to these records in compliance with the state's Open Records Law (KRS 61.870-876) and in an area with proper security and supervision? If no, please explain how this project would ensure compliance.

Yes ☒ No ☐



**Kentucky Department for Libraries and Archives
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Part C: Project Outcomes

1. How will this project ensure the preservation of and/or increase public access to these records? What benefit will this project be to your agency and community? How will you disseminate information about this project and its outcomes to the public?

Please see Page 3 attached.

2. Did you consult with your Regional Administrator while completing this application? Yes ☒ No ☐
3. Can these records be removed from the office during the project? Yes ☐ No ☐ N/A ☒

4. In what format do these records exist? Select all that apply.

Paper ☒ Electronic Files ☒ Microfilm ☐ Microfiche ☐ Aperture Cards ☐

Other: _____

5. Can this project be completed within a single grant cycle (18 months)? Yes ☒ No ☐
(grant cycle for Salary grants is 48 weeks)

6. Additional information/comments:



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Part D: Certification

Statement regarding expenditure of funds: The applicant agrees that funds granted under the Local Records Program will be spent solely in accordance with the project description and budget statement presented in this application. The grant recipient acknowledges that any changes in the submitted plan of project work, funding, or length must be submitted in writing to, and approved in advance by, the Kentucky Department for Libraries and Archives.

Statement regarding archival and records management policies and procedures: The applicant agrees to comply with all policies, procedures, and standards deriving from Kentucky Revised Statutes, Kentucky Administrative Regulations, as well as the policies of the Kentucky Department for Libraries and Archives and the State Libraries, Archives, and Records Commission concerning management, preservation, reproduction, and storage of public records in addition to those dealing with the official recording of such records in government offices, whether on paper, microfilm, or other medium.

Statement regarding project status and financial expenditure reporting: The applicant agrees to submit biannual Project Status and Financial Expenditure Reports during the course of the project and at the end of the project as specified in the grant contract. The grant recipient also agrees to create a separate grant fund account, maintain separate financial and programmatic records on this project, and retain source documentation such as canceled checks, paid invoices, payrolls, or other accounting documentation, which would facilitate an audit as required by statute, regulation, or administrative procedure.

Statement regarding continued records management and preservation support: The applicant agrees to make budgetary allowance to continue the work begun by this project to better manage, preserve, and secure the current and future records of this agency. The applicant also recognizes that such an allowance is a necessary operating expense that must be budgeted for on a regular basis

Statement regarding the Americans with Disabilities Act: The applicant agrees to comply with the Title II provisions of the Americans with Disabilities Act and to submit to the Department, upon request by the Department, documentation that demonstrates compliance with the Title II requirements of the Americans with Disabilities Act.



Authorized Local Government Official

Lynette Yates, County Clerk

Typed or Printed Name and Title

4/10/19

Date



Official Custodian of Records

Lynette Yates, County Clerk

Typed or Printed Name and Title

4/10/19

Date

Part B: Project Summary

Please provide a complete description of the proposed project. Describe the project scope and the anticipated finished product(s). Explain why these records were selected for preservation as well as their historical significance and relevance to the community. Provide proposed methods for handling the records to ensure they conform to generally accepted archival and records management standards. See the guidelines for additional examples and attach additional sheets, if needed.

The Warren County Clerk's Office is requesting a FY2020 Local Records salary grant in the amount of \$19,500. These funds will be used to hire one temporary staff person to scan, index, proofread, and make images public in the eCCLIX digital imaging system for the following 125 books: Deed Books 289-363 dated 1957- 1966 and Deed Books 237-288 dated 1950-1956. The Clerk's Office anticipates it will take the temporary staff person 30 hours per week for 50 weeks at the rate of \$13 an hour to complete this work. The completion of this project will result in an electronic cross-index by existing property owner(s) and exhibit of property description. All information will be uploaded to eCCLIX, Warren County's digital record system.

The Clerk selected these books based on requests from the public to acquire copies of information available in these records, the age of books, and the historical significance of these documents to Warren County. These books contain records from 1950-1966. The scanning, marrying to the index, and proofreading that will occur in the scope of this project will make searches more efficient and reduce the need to examine the original records. This will result in increased positive customer service and decrease damage or wear and tear on the original books.

The Warren County Clerk's Office is committed to hiring a conscientious, detail-oriented individual for this position who will follow generally accepted archival and records management standards when handling, scanning, and indexing these records. He or she will also be responsible for identifying any of the original records that are damaged or in poor condition that may need conservation assistance

Part B: Commitment of Local Government:

Explain the local government agency's commitment to a comprehensive records management program (appropriate disposition of records, designation of a records officer, and training of records personnel in records management techniques). Please detail how your office will commit resources to this project (adequate office, storage or working space; personnel; supplies; equipment; or a monetary contribution).

County Clerk Lynette Yates serves as the designated Records Officer. She and her staff are committed to a comprehensive records management program. Over the past several years, the staff worked very closely with its Kentucky Department of Libraries and Archives Regional Administrator to ensure that they were stringently following all of the requirements for record keeping and storage, focusing on the use of the Local Government General Records Schedule and other agency specific record retention schedules to determine records retention and disposition.

The Warren County Clerk's office is committed to increase the accessibility and efficiency of obtaining local records. It has leased the equipment needed to complete the rescanning, indexing, and proofreading of the 125 identified books. The Clerk's Office has designated adequate office space where the equipment is set up for the temporary employee to complete this scope of work. In addition, staff time is budgeted to train, supervise, and support the work of the temporary staff person to ensure that all work meets accepted archival and records management standards.

Part C: Project Outcomes

1. How will this project ensure the preservation of and/or increase public access to these records? What benefit will this project be to your agency and community? How will you disseminate information about this project and its outcomes to the public?

The project described in the scope of work will greatly increase public access to records by increasing the number of years that are accessible from the eCCLIX digital imaging system and decrease the use of original documents. This system is accessible from any computer throughout the country. Therefore, individuals do not have to physically visit the Warren County Clerk's office to access the records or handle original source documents to secure records.

The population in Warren County grew 13.2% between 2010 and 2017 to a total population of 128,845. A total of 52,791 housing units existed within Warren County during the 2017 census and there were 1,259 building permits issued that same year. This growth is expected to increase with Bowling Green being the fastest growing city in the state of Kentucky in 2018. The books in this scope of work are accessed by individuals selling or buying homes or completing other property transactions. For those that need assistance in accessing deeds, this project will decrease the time required to locate and copy records. The awarding of the Local Records Program grant will help the Clerk's staff more efficiently and effectively provide these important documents to help individuals complete property sales and other transactions.

The Warren County Clerk's Office will use all of its resources to disseminate information about this project and its outcomes to the public. Specifically, the information will be shared on the Warren County Clerk and Warren County Government Facebook pages and webpages as well as provided to local press newspaper and television outlets. Information also will be shared with local law firms, service agencies, libraries, and other organizations that provide services to the individuals who require access to local records.